

## SERVICE CONTRACT (SC)

### 5.3.5.7 Form Completion Instructions

The instructions below specify how a Service Contract form should be completed.

#### FIELD NAME AND CODING INSTRUCTIONS

##### (1) DEPARTMENT/ORGANIZATION NAME

Required. Enter the name of the department and organizational unit preparing this form.

##### DOCUMENT ID

Required. Enter the document identification number which is composed of:

##### TRANS

The preprinted transaction code (SC for Service Contract);

##### (2) DEPT

The three-position code for the organization unit responsible for this encumbrance;

##### (3) R/ORG

The four-position code for the organization unit responsible for this encumbrance; and

##### (4) NUMBER

The seven-position identification number assigned to this form (see Chapter 3 concerning rules for the assignment of document identification numbers). For data processing related service contracts, enter the file number assigned by BITA.

If this form is modifying a previously entered but unapproved form, enter the document identification number from the original form.

(5) SC DATE

Required. Enter the date that you want to associate with this form (usually the current date) in month-day-year format (e.g., April 1, 1992 is entered as 04 01 92).

(6) ACCTG PRD

Optional. If left blank, the entries on this form are recorded in the current accounting period. If you want these entries to be recorded in some other accounting period, enter the desired period using fiscal month and fiscal year (e.g., July 1992 is entered as 01 93, where July is the first month of fiscal year 1993). You cannot enter a future accounting period unless it has been opened to accept encumbrance information.

Contract data being entered prior to the start of a new fiscal year should list the first month and new fiscal year in this field.

(7) BUD FY

Optional. If left blank, the transactions on this form apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year's budget, enter the last two digits of the desired fiscal year. You cannot enter a future budget fiscal year except when entering SC's prior to the start of a new fiscal year.

(8) ACTION

Required. Enter E in the action code.

(9) VENDOR CODE

Required. Enter the vendor's identification number. If the vendor is unknown or if there are multiple vendors, enter "OPENORDER" as the vendor code or "MSAVENDOR" if the encumbrance is referencing a MSA.

(10) NAME

Required when not an "OPENORDER" or "MSAVENDOR." Enter the name of the vendor.

(11) COMMENTS

Optional. Enter notes about this service contract. For data processing contracts, reference a previous contract file number (if appropriate).

(12) **VEND TYPE**

Required for the following types of services.

Individual Consultant Services (Subsidiaries CC, HH, JJ, N01-N14)

31 = Individual; full-time

36 = Individual; part-time

Other

14 = State Department (ISA Only)

15 = Government Entity (Non-State)

25 = Corporation/Partnership/Trust

27 = Open Order - Individual

28 = Open Order - Corporation

(13) **READY PAYMENT NUMBER**

Required for all Ready Payment contracts (see Section 5.6.4). Enter the eight-digit Ready Payment document identification number that will pay for this contract. The first four numbers should be the same as the R/ORG code entered in the DOCUMENT ID field. This number will also be recorded on the Ready Payments Line Table (see 5.6.4) upon acceptance of the SC.

(14) **READY PAYMENT START DATE**

Required for all Ready Payment contracts. Enter the date of the first ready payment in month-day-year format (e.g., July 15, 1992 is entered as 07 15 92).

(15) **READY PAYMENT END DATE**

Required for all Ready Payment contracts. Enter the date of the last ready payment in month-day-year format (e.g., May 31, 1992 is entered as 05 31 92). This date should be the last date of the month before the last month of the contract.

(16) **DOCUMENT TOTAL**

Required. This is the total amount encumbered for this contract for the current fiscal year. Enter the total of current fiscal year lines on the form. The document total must also equal the sum of each current fiscal year's line's rate x units less the outside payment.

(17) **CONTRACT RENEWAL AMOUNT**

Optional. Enter the dollar amount that it would cost to renew this contract until the end of the fiscal year.

(18) **FY OUTSIDE PAYMENT**

Optional. Enter the amount (if any) which will be paid by another department or non-state organization for this encumbrance in the current fiscal year.

(19) **ANNUALIZATION**

Optional. Enter the amount it would cost if this contract were for twelve months if the current contract is a partial year. If the contract is twelve months, annualization represents what it would cost to renew in the next fiscal year.

(20) **LN**

Required. Enter a different two-digit number for each line on the document (01, 02, 03, etc.). This will be used to reference this encumbrance on a payment voucher later.

**REFERENCED DOC ID**

Optional. If referencing a Service Request (SR) or an EDP Service Request (DS), enter the pre-encumbrance Document ID number which is composed of:

(21) **TRANS**

Two-position transaction code (SR or DS);

(22) **DEPT**

three-position alpha department code;

(23) **ORG**

four-position organizational code;

(24) **NUMBER**

seven-position identification number; and

(32) **OBJ**

Required. Enter the three-position object code that best describes the services being contracted. Refer to the Object Table (OBJT) or the Expenditure Classification Handbook for a list of valid object codes. If referencing a pre-encumbrance, this field will be automatically transferred from the pre-encumbrance. No entry is required.

(33) **S/OBJ**

Optional. (May be required by your department). Enter the two-position code from your department's Subobject Table (SOBJ) that best describes this service. If a pre-encumbrance is referenced, this field will be automatically transferred from the pre-encumbrance. No entry is required.

(34) **PROG**

Optional. Required if your department instructs you to enter this information. However, the Department of Procurement and General Services (PGS) requires this field to be completed for Purchase of Service (POS) transactions in the MM Subsidiary. Refer to PGS's memo # DPS-PO24 for additional information. Refer to the Program Table (PROG) for a list of valid program codes. If a pre-encumbrance is referenced and contained program data, this field will be automatically transferred from the pre-encumbrance. Program data can be included on the SC even if this field was left blank on the pre-encumbrance.

(35) **STATUS**

Optional. This is a department-defined field that may be required by your department.

(36) **TY**

Optional. This block must be completed if the PROJ/CL/GRC block is completed. This field indicates whether the following field is a client, a project, or a general reporting category. Enter one of the following codes:

C = Client;  
P = Project; or  
G = General reporting category.

(37) **PROJ/CL/GRC**

Optional, for reporting purposes only. (Required if the TY block has been completed). This field is used for a client code, a project code, or a general reporting category code. The coding of this field depends upon specific department needs and may be required by your department. If a pre-encumbrance is referenced, this field will be automatically transferred from the pre-encumbrance. No entry is required.

(38) **RPTG**

Optional, for reporting purposes only. This four-position reporting category code may be required by your department. Refer to the Reporting Category Table (RPTG) for a list of valid codes. If a pre-encumbrance is referenced, this field will be automatically transferred from the pre-encumbrance. No entry is required.

(39) **SERV CD**

Optional may be entered for certain contracted services in subsidiary codes: CC, HH, JJ, N01-N14 and some MM services as well as all, Master Service Agreements. However, the Department of Procurement and General Services (PGS) requires this field to be completed for Purchase of Service (POS) transactions in the MM Subsidiary. Refer to PGS's memo # DPS-PO24 for additional information. Enter the appropriate code from the Service Code Table (SERV). If referencing a pre-encumbrance, this field will be automatically transferred from the pre-encumbrance and no entry is then required.

(40) **SERV UNIT**

Optional. Enter one of the units of measure from the service unit table (SERU) such as:

DAYS = daily;  
HOUR = hourly;  
WEEK = weekly; or  
MNTH = monthly.

If a pre-encumbrance is referenced, this field will be automatically transferred from the pre-encumbrance. No entry is required. However, the Department of Procurement and General Services (PGS) requires this field to be completed for Purchase of Service (POS) transactions in the MM Subsidiary. Refer to PGS's memo # DPS-PO24 for additional information.

**(41) DATES OF SERVICE**

Required. Enter the "from" and "to" dates for the contract in month-day-year format (e.g., April 1, 1992 is entered as 04 01 92). If referencing a pre-encumbrance, these dates will be compared against the dates on the pre-encumbrance.

**(42) OUT-YR-OBLIGATION**

Optional. If relevant, enter the dollar amount of the contract agreement that will be incurred in future fiscal years. Note: This dollar amount must be entered on a separate line.

**(43) CAPACITY**

Optional. Enter maximum number of clients that could be served by this contract at any one time. For example, the maximum number of day care slots funded by this line of the contract.

**(44) NUM UNITS**

Required. Enter the number of units being contracted for this fiscal year. If the contract is not unit-based, enter "1." If referencing a pre-encumbrance, this field will be automatically transferred. No entry is required.

For modifications to the number of units, enter the amount of the increase or decrease to the number of units.

**(45) I/D**

Required on modifications to the number of units:

I = increase in the number of units; or  
D = decrease in the number of units.

**(46) RATE**

Required. Enter the rate for each service unit on the service contract. If the contract is not unit-based, enter the total dollars being charged on this line. If referencing a pre-encumbrance, this field will be automatically transferred from the pre-encumbrance. No entry is required.

For modification to the rate, enter the amount of the increase or decrease in the rate.

(47) I/D

Required on modifications to the rate:

I = increase in the rate; or  
D = decrease in the rate.

(48) LINE AMOUNT

Required. Enter the amount to be encumbered against this appropriation, object code, program code, and organization. Generally multiply the rate by the number of units. If outside payments fund some of the contract, the line amount may be less than the product of rates and units.

(49) I/D

Required on modification to the line amount:

I = increase in the amount; or  
D = decrease in the amount.

(50) P/F

Optional. This specifies whether a referenced pre-encumbrance should be closed ("F" - final ) or left open ("P" - only partially used).

(51) READY PAYMENT

Required. For Ready Payment Contracts. Enter the amount for the periodic ready payment to be associated with this line.

(52) PREPARED BY

Must be signed by the person preparing the form. Include the job title of the person preparing the form and the date on which the form is prepared.

(53) APPROVED BY

Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is prepared.



**(54) ENTERED BY**

Should be signed by the person who enters information from the form into MMARS. Include the job title of the person performing the data entry and the date on which data entry occurs.